



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

March 4, 2010

TO: ALL OFFERORS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO INVITATION TO BID NO.: **GSS10025A-ENVELOPES**

ADDENDUM #1

This addendum is issued to correct the numbering sequence for envelopes in the Invitation to Bid.

Replace pages 33 through 38 with the following. The envelope numbering in the Appendix A pricing spreadsheet is correct.

All other terms and conditions remain the same.

GSS10025A AD1

APPENDIX A - SPECIFICATONS

SECTION I – VIRGIN ENVELOPES (cont.)

18. No. 11, poly window, sub 24, full gum flap, open end, commercial flap, 500 carton
Quantities 1,000 to 100,000+
Plain price per 1,000
Printed price per 1,000
19. 9 ½ x 12 ½, white wove, clasp, open end, full gum flapping, sub 32, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
20. No. 12 white wove 4 ¾ x 11, sub 24, commercial flap, 500 carton
Quantities 1,000 to 50,000+
Plain price per 1,000
Printed price per 1,000
21. No. 10 security, 4 1/8 x 9 ½, white wove w/diagonal seams; polyclear window, 4 ½ x 1 ¼ L xH, 7/8 left and ½ from bottom; sub 24, full gum flap, commercial flap, 500 bx/2500 carton
Quantities 1,000 to 1,000,000+
Plain price per 1,000
Printed price per 1,000
22. No. 10 Special Double Window, security tint, white wove, sub 24, full gum flapping, diagonal seams, commercial flap
Top window 7/8 x 3 ¼, Left 3/4 , bottom 2 3/4
Bottom window 1 x 4, left ¾, bottom 5/8
500 bx/2500 carton
Quantities 1,000 to 500,000+
Plain price per 1,000
Printed price per 1,000

APPENDIX A - SPECIFICATONS

SECTION II – RECYCLED ENVELOPES

NOTE: All recycled envelopes shall be made up in accordance with the stock requirements in Appendix A, item 6 of the Invitation to Bid. The ink shall be soy based or equivalent recyclable ink. The ink shall be resistant to high heat and especially good for use on a laser printer.

RECYCLED WHITE ENVELOPES:

23. No 9, recycled 3 7/8 x 8 7/8, colored wove, pink, yellow, gray or blue, sub 24, full gum flapping, diagonal seams, commercial flap, 500 bx/2500 carton
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 100,000+
Plain price per 1,000
Printed price per 1,000
24. No. 10 recycled, 4 1/8 x 9 1/2, white wove, sub 24, full gum flapping, diagonal seams, commercial flap, 500 bx/2500 carton
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 750,000+
Plain price per 1,000
Printed price per 1,000
25. No. 10, 4 1/8 x 9 1/2, recycled, poly window, 1 1/8 x 4 1/2, Left 7/8, Bottom 1/2, regular position, white wove, sub 24, full gum flapping, diagonal seams, commercial flap, 500 bx/2500 carton
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 500,000+
Plain price per 1,000
Printed price per 1,000
26. 9 1/2 x 12 1/2, recycled, white wove, full gum flapping, open end, sub. 28, 500 carton
Recycled Content: Must submit Mill Certification
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000
27. 10 x 13 recycled, white wove, full gum flapping, open end, sub. 28, 500 carton
Recycled Content: Must submit Mill Certification
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000
28. 12 x 15 1/2 recycled, white wove, full gum flapping, open end, sub 24, 500 carton
Recycled Content: Must submit Mill Certification
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000

APPENDIX A - SPECIFICATIONS

SECTION II – RECYCLED ENVELOPES **RECYCLED WHITE ENVELOPES(cont.)**

29. 4 5/8 H x 11 1/2 L, recycled, white wove, sub. 24, full gum flapping, diagonal seams, commercial flap, poly clear window, 3 5/8 left, 1 1/4 bottom, 3 3/8 x 1 1/8 L x H, 500 box/2500 carton
Recycled Content: Must submit Mill Certification
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000
30. 10 x 13 Tyvek, open end, sub 18 with Speedy-Grip strip or equivalent, 100 box/500 carton
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 10,000+
Plain price per 1,000
Printed price per 1,000
31. 9 1/2 x 12 1/2 white wove, sub. 32, Self-sealing, 500 carton
Recycled Content: Must submit Mill Certification
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000
32. No. 9 recycled, white security tint, full gum flapping, diagonal seams, commercial flap, sub 24, blue tint, 500 bx
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 100,000+
Plain price per 1,000
Printed price per 1,000
33. No. 10 recycled, poly window, peel and seal, 500 bx
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 100,000+
Plain price per 1,000
Printed price per 1,000
34. No. 10 recycled, white wove, peel and seal, 500 bx
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 100,000+
Plain price per 1,000
Printed price per 1,000
35. No. 10 recycled, Glacier Mist, sub 24, writing vellum, commercial flap, 500 bx.
Recycled Content: Must submit Mill Certification
Quantities 500 to 50,000+
Plain price per 1,000
Printed price per 1,000

APPENDIX A - SPECIFICATIONS

SECTION II – RECYCLED ENVELOPES **RECYCLED WHITE ENVELOPES(cont.)**

- 36. No. 10 recycled, Baronial Ivory Classic Laid Imaging Finish, 100 bx.
Recycled Content: Must submit Mill Certification
Quantities 500 to 50,000
Plain price per 1,000
Printed price per 1,000
- 37. A6 recycled, Opaque white, vellum finish, sub 60, 100 bx
Recycled Content: Must submit Mill Certification
Quantities 500 to 50,000+
Plain price per 1,000
Printed price per 1,000
- 38. No. 11, recycled poly window, sub 24, full gum flapping, commercial flap, open end, 500 bx
Recycled Content: Must submit Mill Certification
Quantities 1,000 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 39. No. 12, recycled white wove, 4 ¾ x 11, sub 24, commercial flap, 500 bx.
Recycled Content: Must submit Mill Certification
Quantities 500 to 50,000+
Plain price per 1,000
Printed price per 1,000

SECTION III – KRAFT ENVELOPES

- 40. 6 ½ x 9 ½, Kraft brown, open end, sub 28, full gum flapping, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 41. 9 x 12 Kraft brown, open end, sub 28, full gum flapping, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 42. #12 Kraft brown envelope, commercial flap
Quantities 500 to 50,000+
Plain price per 1,000
Printed price per 1,000
- 43. #7 Kraft brown envelope 3 ½ x 6 ½, sub 24, coin envelope
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000

APPENDIX A – SPECIFICATONS

SECTION III – KRAFT ENVELOPES (Cont.)

- 44. Kraft brown envelope 12 x 15 ½, sub 28, open end, full gum flapping
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000
- 45. Kraft brown, 9 ½ x 12 ½ open end, sub 28, full gum flapping, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 46. Kraft brown, 10 x 13, open end, sub. 28, full gum flapping, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 47. Kraft brown, 6 ½ x 9 ½, clasp, open end, full gum flapping, sub 32, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 48. Kraft brown, 9 x 12, clasp, open end, full gum flapping, sub 32, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 49. Kraft brown, 9 ½ x 12 ½, clasp, open end, full gum flapping, sub. 32, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 50. Kraft white, 6 x 9, open end, 500 carton
Quantities 500 to 100,000+
Plain price per 1,000
Printed price per 1,000
- 51. Kraft brown, 10 x 13, clasp, open end, full gum flapping, sub 32, 500 carton
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000
- 52. Kraft brown, 12 x 15 ½, clasp, open end, full gum flapping, sub 32, 500 carton
Quantities 500 to 20,000+
Plain price per 1,000
Printed price per 1,000

APPENDIX A – SPECIFICATONS

INTER-OFFICE ENVELOPES

53. 10 X 13, open end, sub. 32, string and button, printed on both sides, 100 carton
Quantities 100 to 2,000+
Plain price per 1,000

In order for your bid to be considered responsive, the following shall be included with your bid:

1. Three (3) user references for recycled envelopes.
2. Mill Certificate(s) for all recycled envelopes.